



COUNTY OF YORK JOB DESCRIPTION

Real Estate Assessor
Real Estate
County Administration

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible and accountable for the administration and supervision of the Real Estate Assessment Division. Manages and supervises professional, technical, and administrative support staff. Directs an effective and comprehensive assessment program for the County. Oversees, provides guidance, and participates in an annual reassessment of real property parcels in the County, coordinating proper designation of land uses and ownership. Provides real estate related data/information to various county agencies. Administers the Land Use Program. Responsible for appraising real property, and represents the Assessor's office before governing bodies, taxpayers, and the general public. Work is performed under minimal supervision of the County Administrator.

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs the work of the Real Estate Assessment Division; supervises professional, technical and administrative support staff engaged in real property assessment and support functions; supervises all administrative matters in the department including budget preparation, purchasing, scheduling, and personnel matters.

Plans, supervises and participates in annual reassessment of real property in County; develops and oversees appeals process for taxpayer challenges to assessments; ensures all properties are appraised equitably and at fair market value.

Oversees the maintenance (electronically and hard copy) of records pertaining to all real estate in the county, including those related to land use.

Appraises complex parcels of property such as commercial and industrial or tax exempt properties; determines exterior and interior dimensions of buildings, including the foundation, exterior walls, type of roofing, number of rooms, basement area, interior finish, type of insulation, type of heating and air conditioning, and type of fireplace, etc.; determines functional and physical depreciation of the structure; and determines the grade of the structure according to a predetermined scale.

Appears before Board of Equalization and other judicial proceedings to explain and/or defend assessment values.

Maintains a thorough knowledge of appraisal practices and techniques, including the three approaches to value: income, cost, and sales comparison approach.

Maintains a thorough knowledge of residential and commercial cost manuals.

Develops new procedures and policies as appropriate; serves as the Office's manager of automated systems.

ADDITIONAL JOB FUNCTIONS

Receives and addresses inquiries from taxpayers concerning individual assessments, or assessment program; makes oral presentations before professional civic and community groups, and to media representatives or forums to explain practices and procedures of Assessor's office and facilitate a positive image of Assessor's office and programs.

Attends seminars, conferences, workshops, classes, lectures, etc., and reviews literature, as appropriate, to enhance and maintain knowledge of legislation, court decisions, trends and developments in the fields of real property appraisal and assessment; ensures that subordinates receive orientation and training appropriate for assigned duties.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of real estate principles and practices.

Comprehensive knowledge of the cost, income, and market methods of appraising property.

Comprehensive knowledge of modern management principles and practices.

Thorough knowledge word processing, data base, and spreadsheet software, including knowledge of relational databases, and GIS integration with tabular databases.

Excellent communication skills.

Ability to deal tactfully and effectively with property owners, County officials, contractors, and the general public.

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration, public administration, accounting or a related field and 5-7 years of experience in assessment and appraisal, including 3 years of supervisory experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including an automobile, tape measures, camera, engineer's scale, and office equipment, etc. Work is more physically demanding than typical office jobs. Requires frequent walking and standing while performing appraisal work. Bending and stooping occurs while taking measurements, and there is climbing of stairs, or to reach portions of parcels that are on property with a steep grade. There may be some limited crawling to observe structural items. Carrying of a number of light weight objects (such as tape measure, camera, clipboard, writing tools, measuring wheel, and a cellular phone) occurs while doing appraisals. Reaching over one's head is sometimes needed to clear obstacles when measuring a structure.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak to people to convey or exchange information. Includes receiving instructions, assignments or directions from others.

Language Ability: Requires the ability to read a variety of reports, letters, memos, real property appraisals and assessments, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics, statistical inference, and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as tape measures, scales, cameras, and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress or emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____